

SharePoint 2010 End-user Training Manual

This training manual is focused on providing information and hands-on examples for end-users at .

Contents

Useful Online Resources	2
References	3
1. What is SharePoint 2010?	4
2. Log in to the SharePoint site	4
3. Getting to know your team site	6
3.1 Viewing your team site in the browser	6
3.2 Contributing to a team site	7
3.3 Using the search box	12
4. Working with Document Libraries	13
4.1 Document Libraries	13
4.2 Upload a file to a Document Library	13
4.3 Work with documents	13
4.4 Send a link to a document by e-mail	16
4.5 Recover deleted documents	16
4.6 Create alerts	17
5. Working with Lists	18
5.1 Use the Ribbon to manage Lists	19
5.2 Create a column	20
5.3 Create a List View	20
6. Working with web pages	22
6.1 Creating a new Wiki page	22
6.2 Finding and linking other Wiki Pages	24
6.3 Insert a web part	25
6.4 Configure a web part	26
6.5 Remove a web part from a page	27

Useful Online Resources

Resources:

- SharePoint Help Site: <https://sharepoint.fnal.gov/help/Pages/HelpHome.aspx>
- SharePoint Help Blog: <https://sharepoint.fnal.gov/help/HelpBlog/default.aspx>

YouTube Videos:

- SharePoint in Plain English: <http://www.youtube.com/watch?v=s12Jb5Z2xaE&feature=related>
- What is SharePoint? SharePoint 2010 Essential Training from lynda.com:
<http://www.youtube.com/watch?v=TE9TpraPlrE&feature=related>

Online resources from Microsoft:

- Microsoft SharePoint 2010 | For End Users: <http://sharepoint.microsoft.com/en-us/product/benefits/End-User/Pages/default.aspx>
- Microsoft “That’s why I use SharePoint” site:
<http://sharepoint.microsoft.com/iusesharepoint/landing.aspx>
- Microsoft SharePoint 2010 Quick Reference Cards:
http://download.microsoft.com/download/d/4/2/d4290c8a-5563-44a7-96a6-9fe77eff40b0/qrc_all.pdf

References

1. Microsoft SharePoint 2010 Plain & Simple, by Johnathan Lightfoot and Chris Beckett.
2. SharePoint 2010 How-To, by Ishai Sagi.
3. Microsoft SharePoint 2010 for Dummies, by Vanessa L. Williams.
4. The SharePoint Shepherd's Guide for End Users, by Robert L. Bogue.
5. Beginning SharePoint 2010: Building Business Solutions with SharePoint, by Amanda Perran, Shane Perran, Jennifer Mason, and Laura Rogers.

This training manual is also built upon the "SharePoint 2010 End User Information" quick guide developed by Alicia Simmons.

1. What is SharePoint 2010?

SharePoint is an extensible and scalable web-based platform that supports the collaboration and sharing of information within teams and throughout the organization.

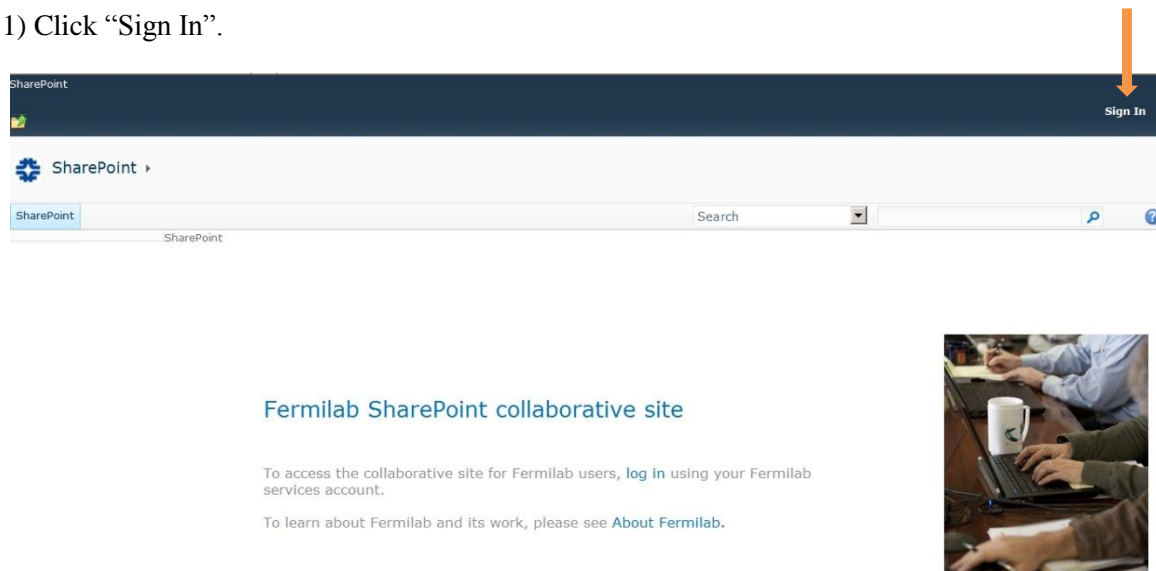
SharePoint 2010 is the fourth version of SharePoint from Microsoft.

One common use of SharePoint is to create sites that are used for team collaboration. These collaborative sites, also known as team sites, enable team members to better work with one another. They can use the site to share documents, assign tasks, track team events on a shared web calendar and much more.

2. Log in to the SharePoint site

The URL is: <https://sharepoint.fnal.gov/>

1) Click “Sign In”.



2) Enter your Services Account username and password.



The image shows a SharePoint 'Sign In' dialog box. It features a blue gear icon in the top left corner. The title 'Sign In' is positioned to the right of the icon. Below the title, a message reads: 'Please enter your Services username and password.' There are two input fields: the first is labeled 'User name:' and the second is labeled 'Password:'. A 'Sign In' button is located at the bottom right of the dialog box.

3. Getting to know your team site

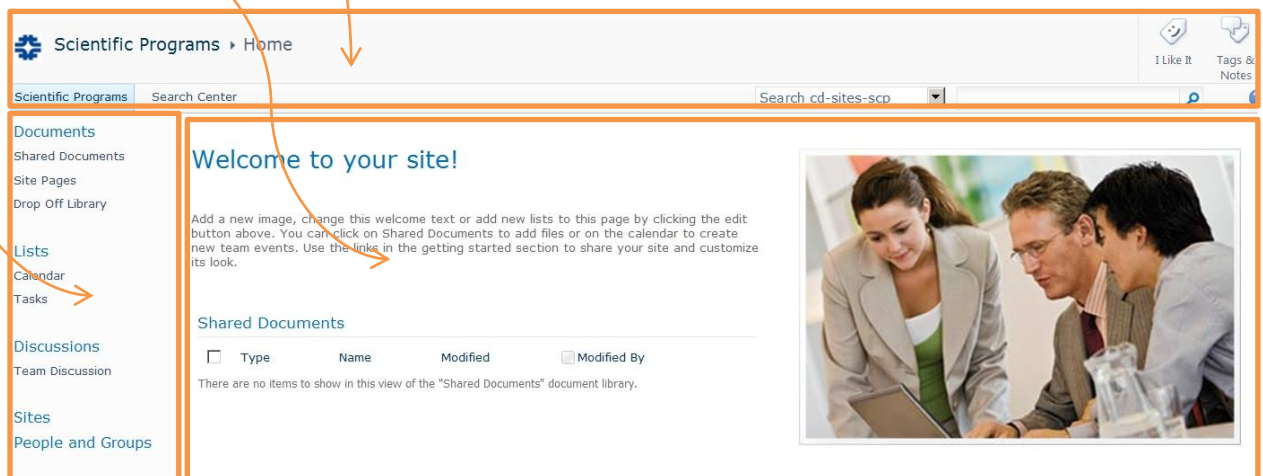
One of the fundamental kinds of web sites that SharePoint 2010 allows you to create is a team site. A team site is a SharePoint site that you can use to collaborate with your coworkers. Other types of SharePoint 2010 web sites are covered in Section 7.

Note: Each organization at will be given a testing SharePoint site collection. Your SharePoint trainer will provide the URL to you during your training session.

3.1 Viewing your team site in the browser

First you need to navigate to your team site. All SharePoint team sites have the same features:

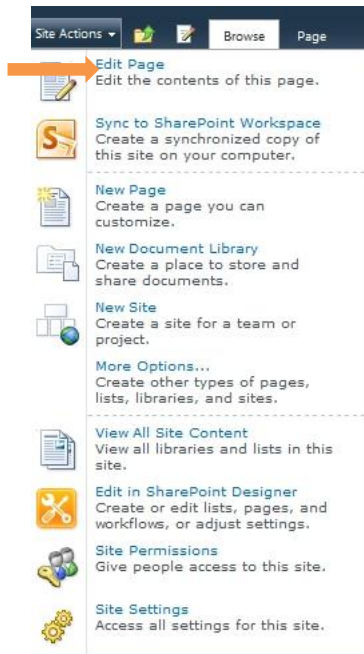
- Header:** The header spans the entire top of the page.
- Left navigation menu:** the navigation pane provides quick access to the site's document libraries, Lists and discussion boards. You can even add links to content you create, such as documents and web pages.
- Page content:** The content displays in the body of the page.



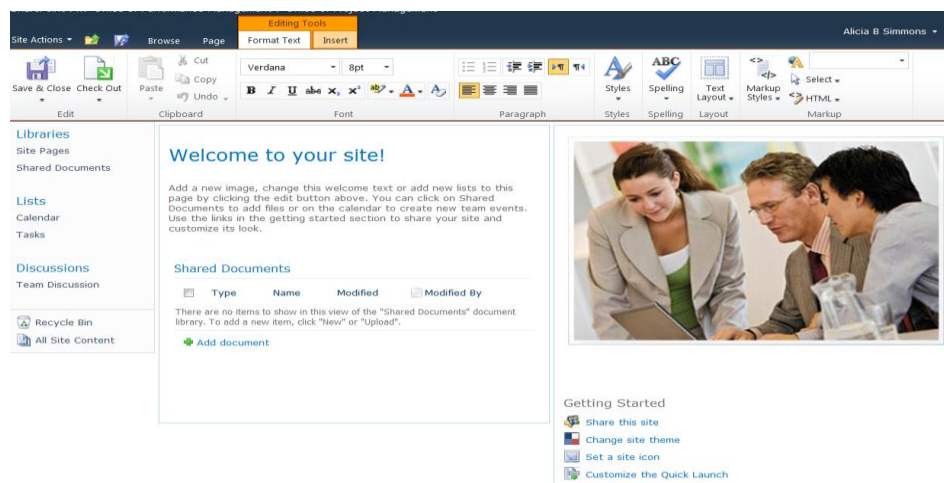
3.2 Contributing to a team site

3.2.1 Modifying the home page

1) Browse to the home page of your team site and then click “Site Actions -> Edit Page”.



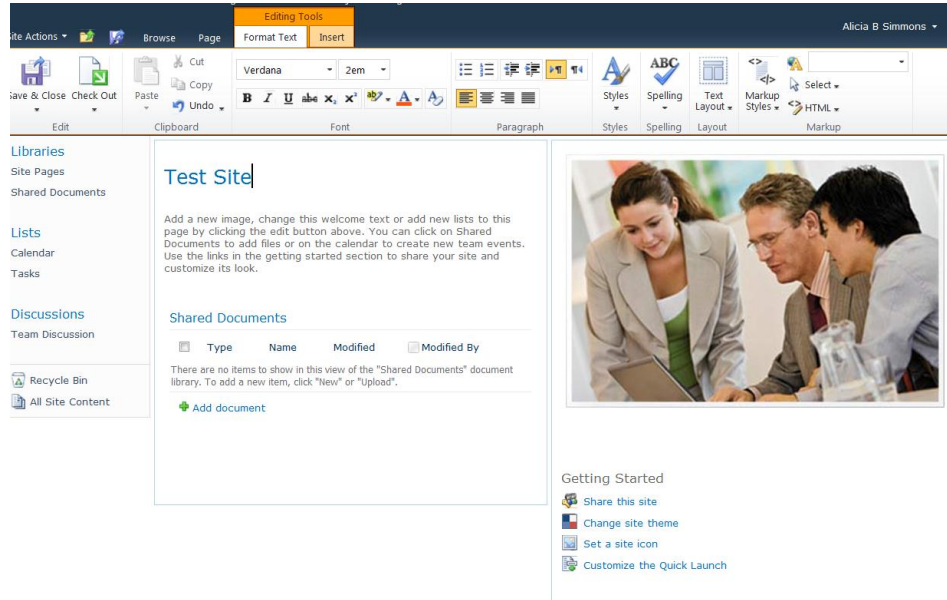
The page appears in Edit mode.



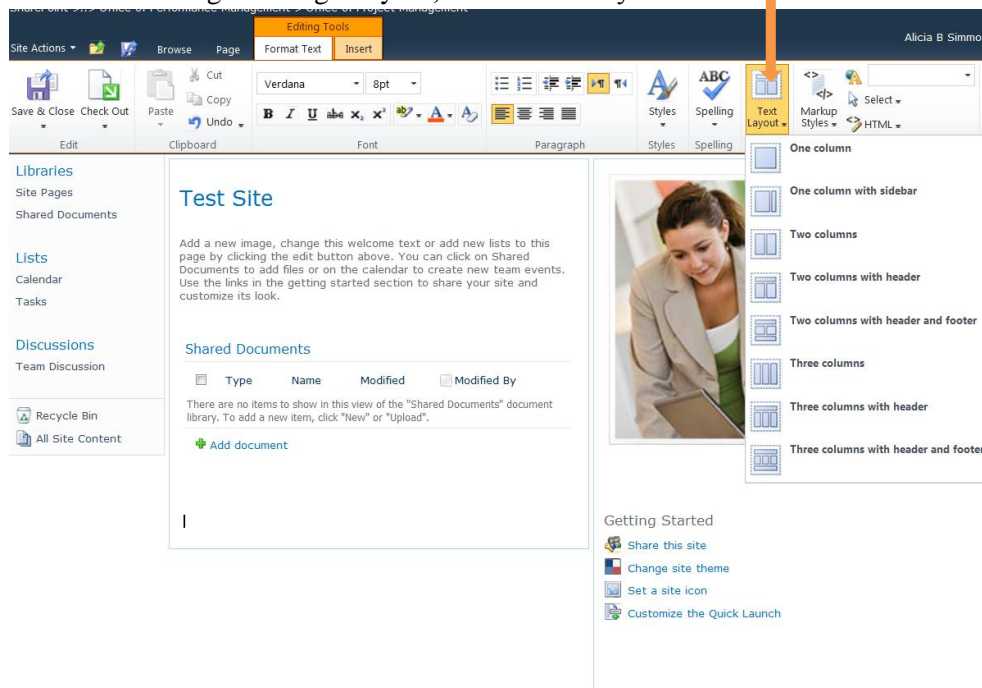
2) With the page in Edit mode, you can place your cursor anywhere inside the rectangular boxes in the page's body to edit the content.

Examples:

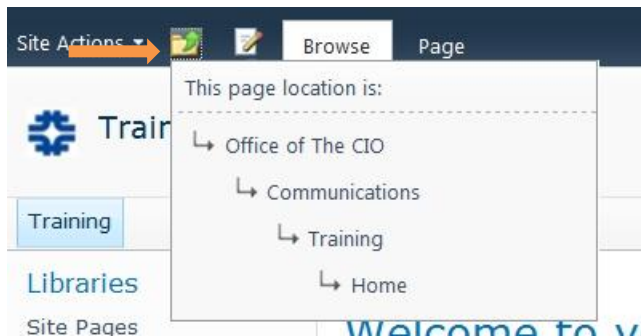
To change the title or to add text to the home page, simply click on the page while in edit mode and your input will appear wherever your cursor is.



To Change the Page Layout, click “Text Layout” on the Ribbon.



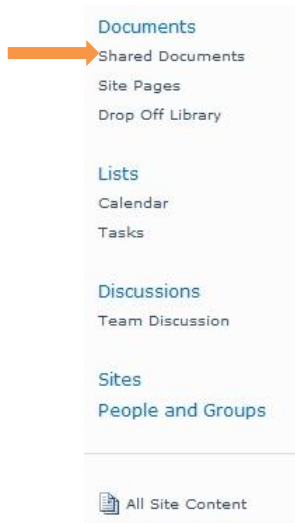
Note: You can easily navigate to upper-level sites by clicking the “Navigate Up” button.



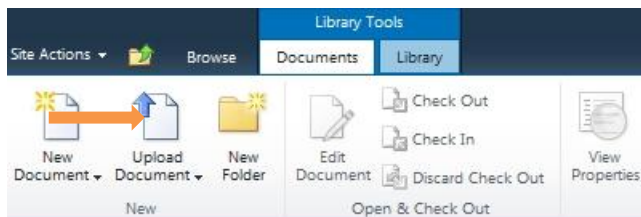
3.2.2 Uploading documents

SharePoint 2010 uses a special kind of container – a Document Library – for storing files. Your team site has a common default Document Library called “Shared Documents” where you can put documents you want to share with others. Find out more about Document Libraries in Section 4.

1) Click “Shared Documents” in the left navigation menu.



2) Click “Upload Document” on the “Document” tab.



3) Click “Browse” and select a file to upload.

4) Click “Ok”.

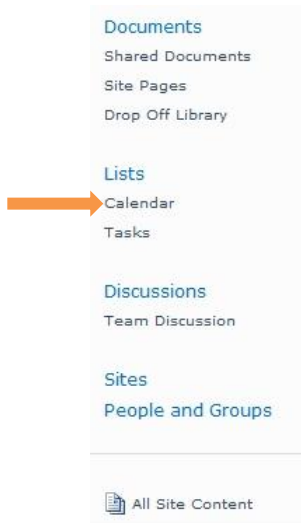
5) Fill out the “Name” and “Title” field respectively.

6) Click “Save”.

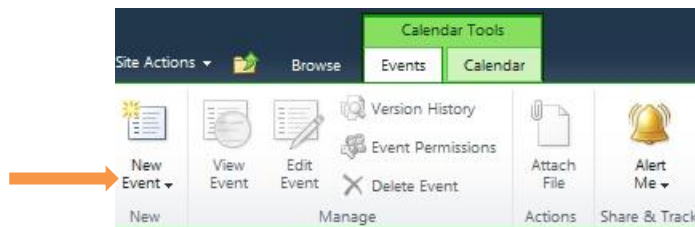
3.2.3 Adding calendar items

SharePoint 2010's team sites provide you with a default calendar for tracking your team events. This calendar can be connected to and viewed in Outlook.

- 1) Click "Calendar" in the left navigation pane.



- 2) Click the "Events" tab and then click "New Event".



- 3) Type the information for your event.

- 4) Click "Save".

3.3 Using the search box

All pages in SharePoint include a search box by default. The search box has a search scope drop-down List.

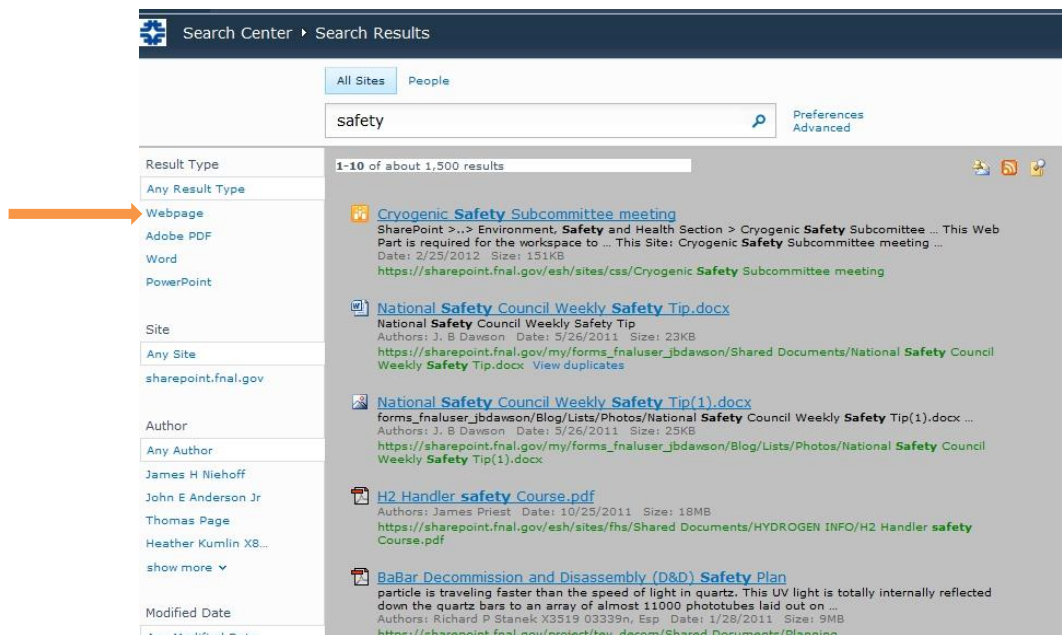


If you receive far more search results than you were expecting, you can use refiners to drill down into the results to find exactly what you are looking for.

- 1) Select the search scope you want to use from the drop down list.
- 2) Type your search term and click the magnifying glass icon.



- 3) Click the refiner you want to use, e.g. Webpage.



4. Working with Document Libraries

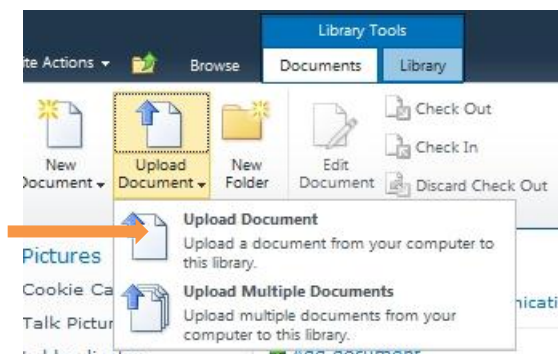
4.1 Document Libraries

A Document Library is a special kind of List. Find out more about List in Section 5. Document Libraries allow you to manage files such as documents, spreadsheets, and presentations.

A SharePoint site can contain many Document Libraries, and each Document Library can contain a hierarchy of folders and files.

4.2 Upload a file to a Document Library

- 1) Select the “Documents” tab under “Library Tools” on the Ribbon.
- 2) Click “Upload Document”.



- 3) Click “Browse” and in the “Choose File” dialog box, select a file to upload.
- 4) Click “OK”.

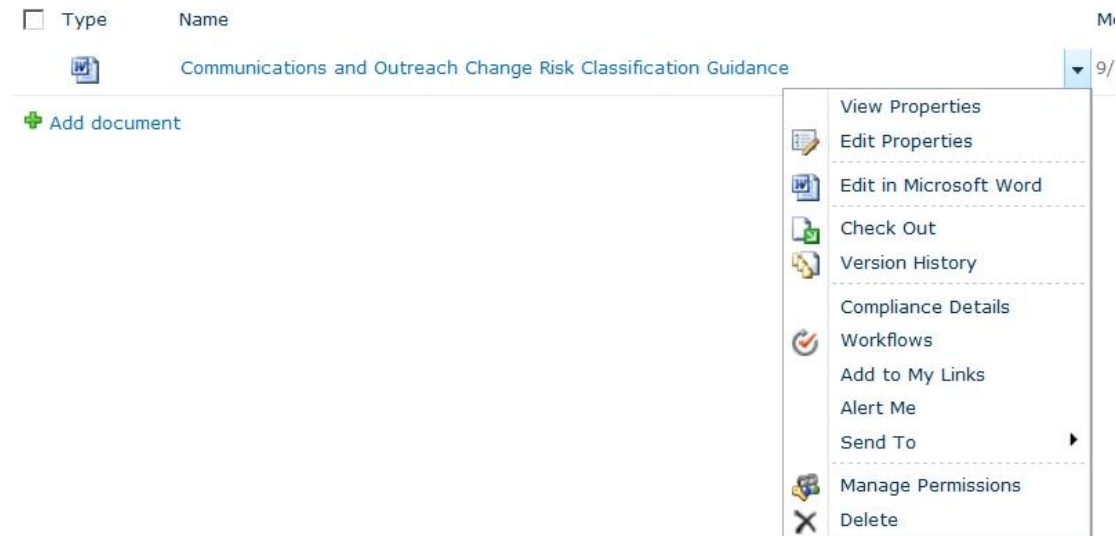
4.3 Work with documents

SharePoint 2010 provides two methods for working with documents:

- Each document has an “Edit” menu that you can use to take some action on that document, such as checking it out for editing.
- The Ribbon also displays a set of actions that can be taken on individual documents or a group of selected documents.

4.3.1 Use the Edit menu

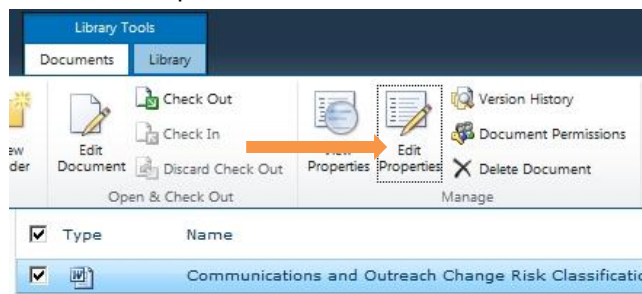
You see the Edit menu when you hover your mouse over the “Name” property of your document. With the “Edit” menu, you can view and edit properties.



4.3.2 Edit a document’s properties

The easiest way to edit a document’s properties is to use the Ribbon:

- 1) Select the document in the Document Library.
- 2) Click “Edit Properties” on the “Documents” tab of the Ribbon.



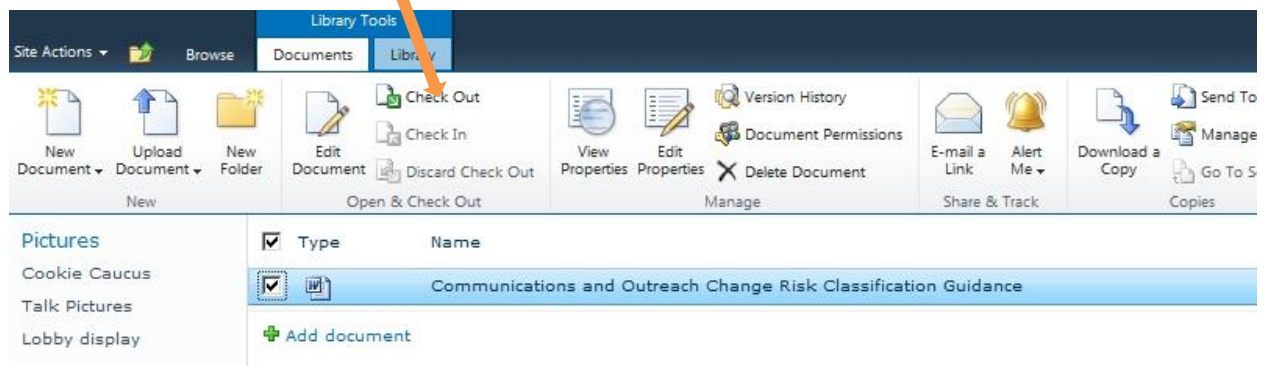
- 3) Make the changes and click “Save”.

4.3.3 Check documents in and out

Checking out a file prevents other users from editing the file while you are working on it. New edits you make do not show until you check the file back in.

To check out a document:

- 1) In your Document Library, select the check box next to the document you want to check out.
- 2) Click “Check Out” on the “Documents” tab of the Ribbon.



- 3) Click “OK”.

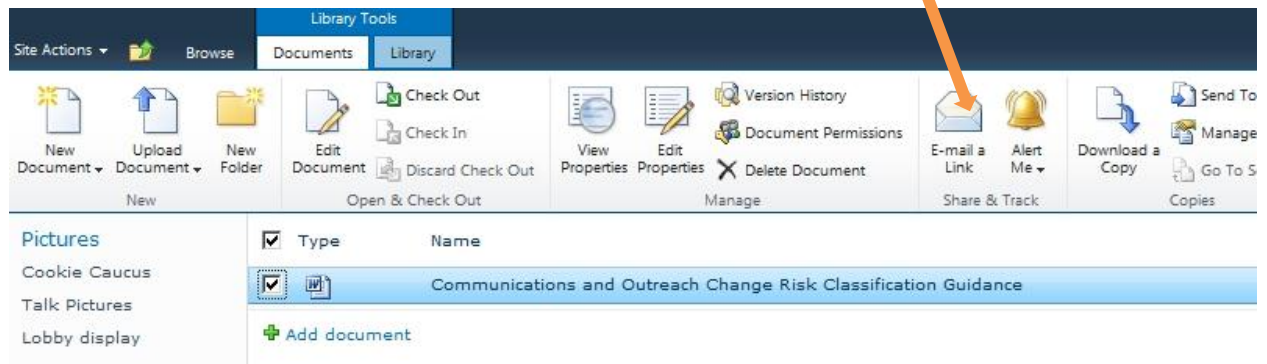
To check in a document:

- 1) Click the check box next to the document that you want to check in.
- 2) Click “Check In” on the “Documents” tab of the Ribbon.
- 3) In the Check in dialog box, do any of the following:
 - Select “Yes” or “No” to keep the file checked out or not.
 - Enter any comments to include in the document’s revision history.
- 4) Click “OK”.

4.4 Send a link to a document by e-mail

To share your documents with others, they must know where to find the document. One way to do so is to send them a link directly to the document itself.

- 1) In your Document Library, select the check box next to the document you want to email.
- 2) Click “E-mail a Link” on the “Documents” tab of the Ribbon.



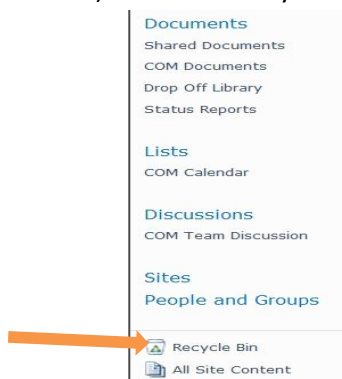
Your default e-mail application will open a new message with a link to the document. You can choose who to send the link to and send the message as you would any other e-mail.

4.5 Recover deleted documents

When you delete a document from a Document Library, it isn't gone forever. The document just moves to a holding place in your site – the Recycle Bin.

To restore a document from the Recycle Bin to its original location:

- 1) Click the Recycle Bin link in the left navigation pane.



- 2) Place a check mark next to any files you wish to restore.
- 3) Click the “Restore Selection” link.

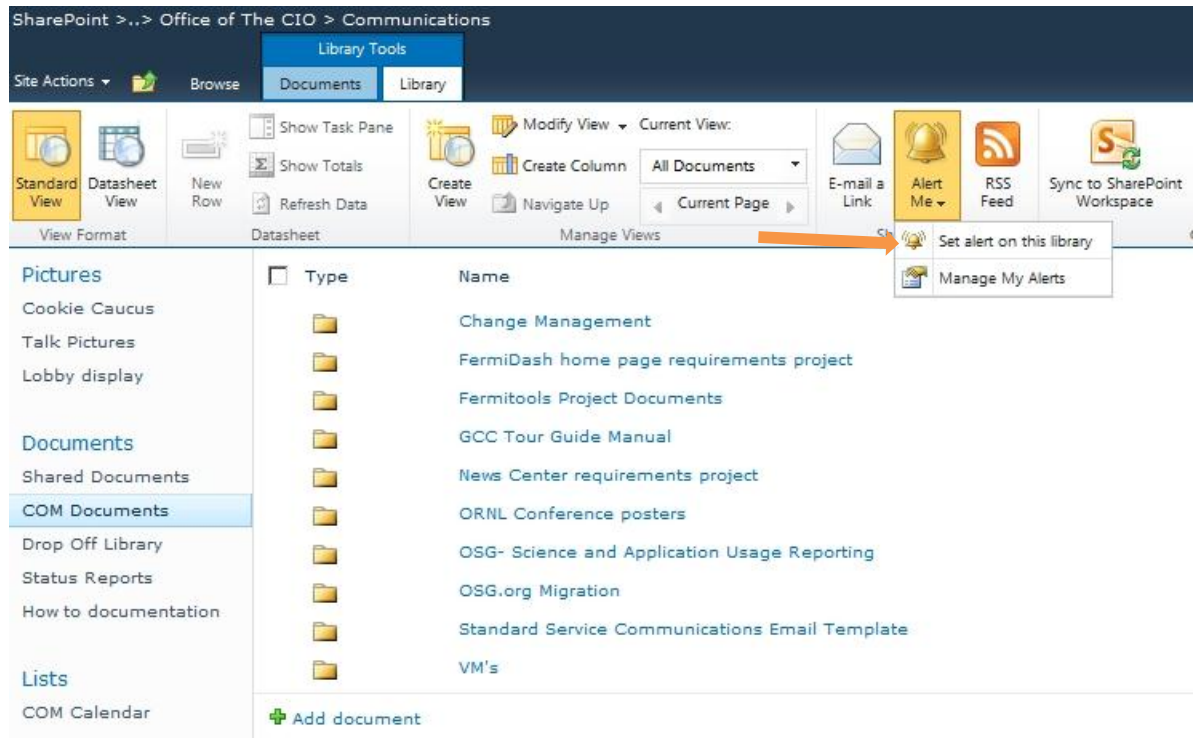
Note: Items that were deleted more than 30 day(s) ago will be automatically emptied.

4.6 Create alerts

Alerts are a great way to keep track of the changes your teammates make to documents.

To create an alert to a Document Library:

- 1) Select the Document Library where you want to create an alert.
- 2) Select the “Library” tab on the Ribbon.
- 3) Click “Alert Me > Set alert on this library”.



- 4) Fill out the form and click “OK”.

5. Working with Lists

SharePoint 2010 provides many kinds of Lists that you can use to track information. A List is similar to an Excel spreadsheet or a table in a database.

In a List, data is gathered in rows, and each row is known as a List Item. A List can have multiple columns. A List Item is a row with data in those columns.

For example, a List of contacts may have the following columns:

- First Name
- Last name
- ID
- Organization
- Email
- Phone

SharePoint provides three basic kinds of Lists:

- **Communication Lists** are used to track announcements, contacts, and discussion boards.
- **Tracking Lists** are used to track information such as links, calendars, tasks, issues, and surveys.
- **Custom Lists** provide a starting template that you can build on to create a List with the exact columns you need.

5.1 Use the Ribbon to manage Lists

All SharePoint Lists display the Ribbon at the top of the List. You can use the Ribbon to access the common tasks used for working with Lists.

The menu commands you see in the Ribbon depend on the kind of List you are viewing. Usually the Ribbon displays List commands in one of two tabs:

- **Items:** displays all the commands you need for working with items.



- **List:** displays commands for managing and customizing the entire List, such as creating views and exporting the List to Excel.

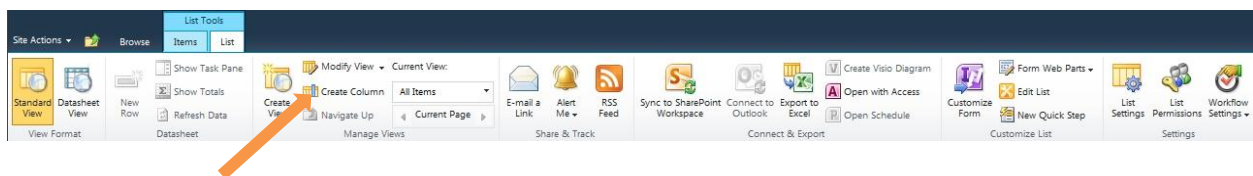


5.2 Create a column

- 1) Select the List you want to work with.
- 2) Click the “List” tab on the Ribbon.



- 3) Click “Create Column”.



- 4) Enter a name for the column.
- 5) Select the type of information you want to store in the column.
- 6) Click “OK”.

5.3 Create a List View

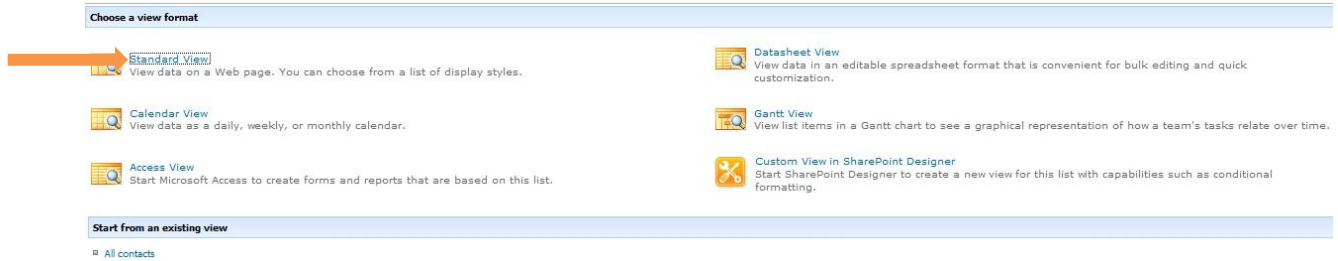
Views provide a flexible way to create custom display forms for users interacting with list data. Views provide the ability for you to control which fields are displayed; the order in which fields appear in the list; and advanced multicolumn sorts and multicolumn filtering.

To create a List view:

- 1) Select the List in which you are interested.
- 2) Click “Create View” on the “List” tab.



3) Click “Standard View”.



4) Enter a view name. The name must be unique to the list.

5) In the “Audience” section, select one of the available options:

- “Create A Personal View” creates a view that is only displayed for you.
- “Create A Public View” creates a view that other users can select and use.

6) In the “Columns” section, do any of the following:

- Click the check box under the Display column to show or hide a column in the view.
- Change the order in which columns are displayed in the view by selecting a position value from the drop-down list under “Position From Left”.

7) Click “OK” to save the view.

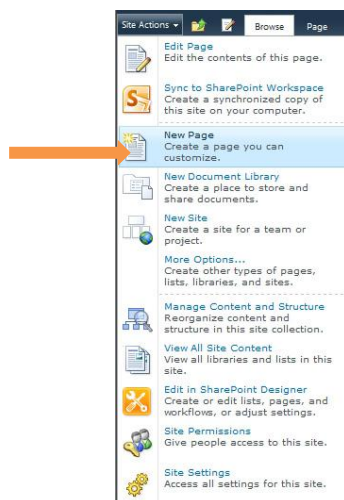
6. Working with web pages

Your team site is a collection of web pages. There are two different types of web pages for displaying your content:

- **Wiki pages:** Wikis derive their name from the Hawaiian word for “quick”. The Wiki concept is designed to be quick and easy. Use Wiki pages when you have predominantly Rich content; for example, text, tables, links, and images. You can still insert Web Parts, or use no Web Parts at all.
- **Web Part pages:** Use when you need mostly Web Parts with little text content. Web parts are the building blocks of pages in SharePoint. They are components that show data, and they can be placed in certain regions of a page – known as “web part zones”. A page can hold many web parts, in different zones or in the same zone. SharePoint comes with a wide range of out-of-the-box web parts.

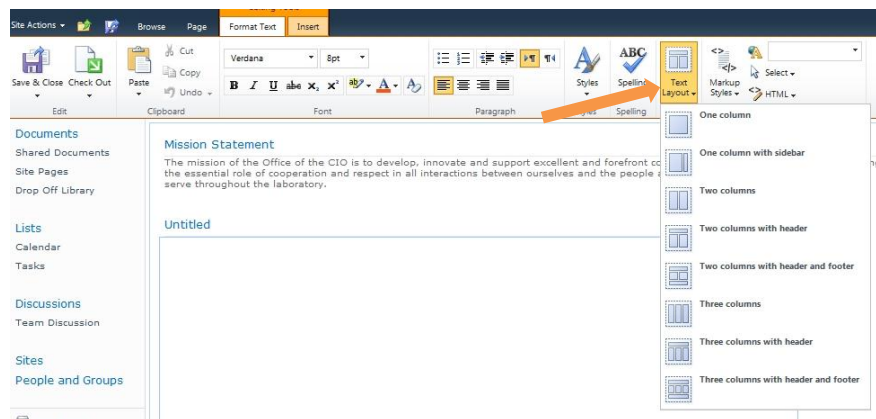
6.1 Creating a new Wiki page

1) Click “Site Actions -> New Page”.



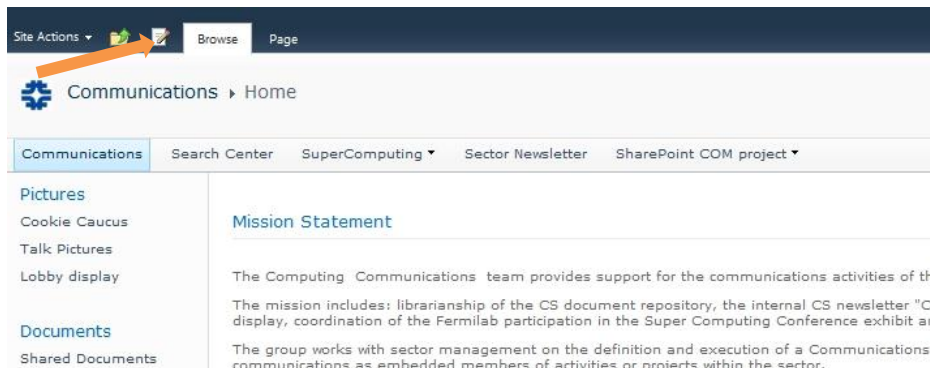
2) Type the name for your page and click the “Create” button.

Note: You can change the page's layout by clicking "Text Layout" on the "Format Text" tab.

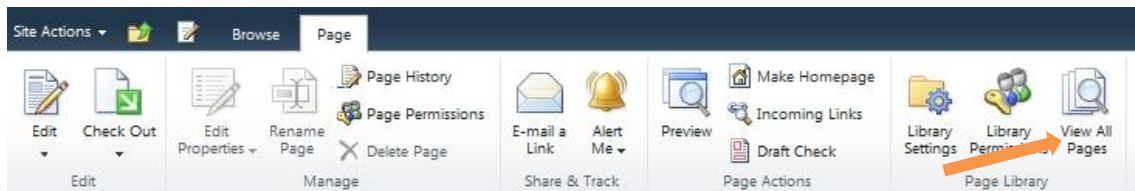


6.2 Finding and linking other Wiki Pages

1) Go into the Edit mode in a Wiki page by clicking the Edit button.



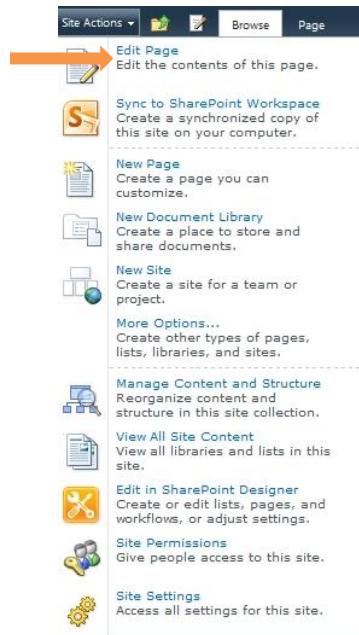
2) Click "View All Pages" under the Page tab to see other pages in the same Wiki page library.



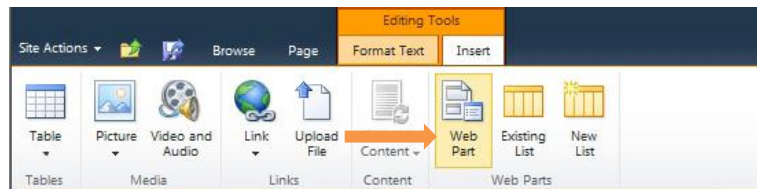
3) You can link to another page in the same wiki library by enclosing the name of the page in double brackets in the rich content area. For example, type `[[Team Events Page]]` to create a link to the Team Events page.

6.3 Insert a web part

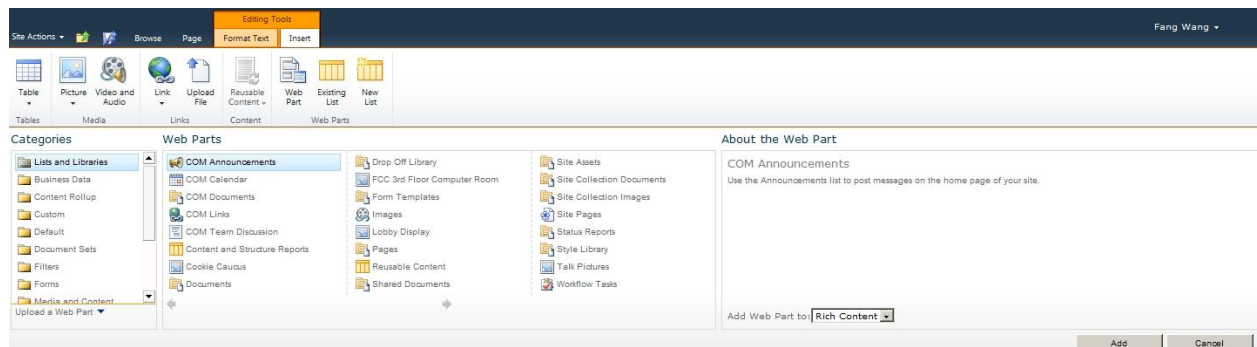
- 1) Click "Site Actions -> Edit Page".



- 2) In a web part page, click in a zone. In a Wiki content page, click in a rich content zone.
- 3) To insert a web part, click the web part button on the Insert tab.

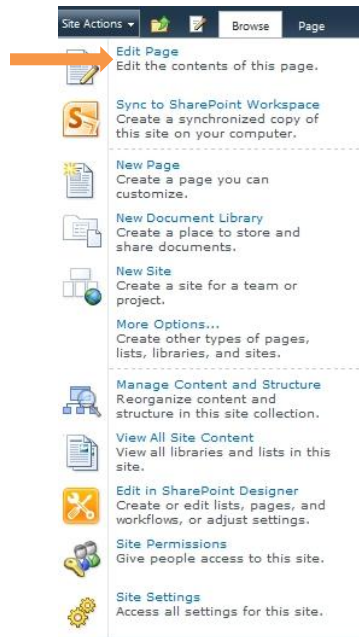


- 4) Select the web part name and click "Add".



6.4 Configure a web part

- 1) Click "Site Actions -> Edit Page".



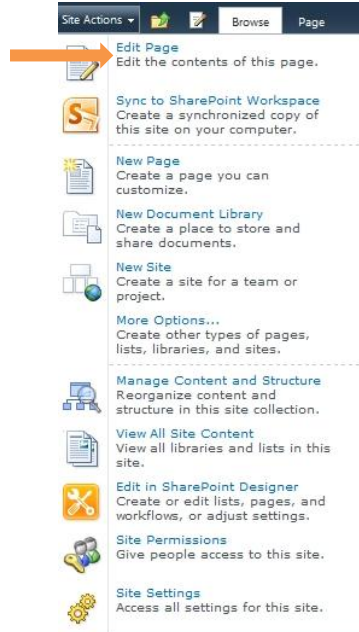
- 2) Select the drop down control to the right of the Web Part title and click "Edit Web Part".



- 3) Modify the configurations as you like.

6.5 Remove a web part from a page

- 1) Click “Site Actions -> Edit Page”.



- 2) Select the drop down control to the right of the Web Part title and click “Delete”.

